

**Job Description**

**Job Title: HR Adviser**

**Service: HR and Recruitment Team**

**Grade: 6**

**Responsible to: Deputy Chief Operating Officer**

**Purpose:**

* To support the provision of general HR advice to managers and employees on routine HR issues, HR policies and procedures and terms and conditions of service;
* To support managers at formal attendance reviews and to advise/support on conduct matters to an appropriate stage of the capability procedure;
* To build and develop effective working relationships at all levels and to provide business focused support and guidance.

**Main Duties and Responsibilities:**

* To support the interpretation and application of the company’s HR policies and procedures, terms and conditions, and employment law.
* To take a proactive role in advising on reducing absence within the company to help achieve company targets.
* To provide written and verbal advice and guidance to queries relating to a range of HR issues, verbally and in writing.
* Support investigations, preparation of cases for hearings and participation in meetings, most of which are of a sensitive and confidential nature.
* To attend first level formal meetings as appropriate, providing appropriate advice and support to line managers.
* To provide support in the management of poor performance, misconduct and sickness absence issues in accordance with the company’s policies and procedures.
* To support with organisational change, including administrative processes behind staff consultations, avoidance of redundancy situations and TUPE transfers.
* Provide written and verbal responses to ad hoc queries from managers and employees.
* To provide support to disciplinary, grievance and other such processes including setting up, and taking and typing of notes of meetings and hearings.
* Support in the management and development of company HR policies, and guidance to managers and employees to enable a consistent organisational approach to people issues, and roll out of policies and procedures.
* To support the company to identify, promote, design, deliver and evaluate HR L&D activities.
* To develop and maintain effective working relationships with trade unions in accordance with the company’s framework.
* Ensure HR knowledge is up to date, including legislation, best practice and trends in HR.
* To provide operational support to the HRD Business Partner in managing the workforce implications of restructuring/redundancy/TUPE exercises.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Company’s values.

**Other Duties:**

* The post holder must carry out their duties with full regard to the Company’s Equal Opportunities Policy and all other Company Policies.
* The post holder must comply with the Company’s Health and safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Company.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Company records and information.
* The post holder comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Company records and information, and respect the privacy of personal information held by the Company.